

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-202T

DATE: 28 JUN 2004

CLOSING DATE: 09 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

PACKER, WG-7002-06, TC80057000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

SALARY RANGE:

\$15.11 - \$17.62 PH

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION: **162nd FIGHTER WING, TUCSON, ARIZONA**

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is open to current members of the 162nd Fighter Wing. Individual selected will receive an Indefinite Appointment and may be converted to Permanent based on the availability of unit vacancies/funding. If a Permanent is selected they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Qualified applicants who applied under 04-132T will have their applications forwarded and do not need to reapply.

NOTE: This position is in support of a the United Arab Emirate (UAE)/Block 60 program.

NOTE: Placement for this position will not occur until funding is received.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (162FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 2T0XX/2S0XX

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to withstand standing, stooping, bending and working in tiring and uncomfortable positions.
2. Ability to lift and carry items weighing up to 50 pounds.
3. Skill in the use of hammers, strapping tools, stapling and banding machines, tape dispensers and other tools and equipment utilized in packing operation.
4. Knowledge of preparing bills of lading.
5. Knowledge of packing containers, protective devices, cushioning materials, and packing methods and techniques.
6. Must possess or be qualified for the appropriate security clearance and government drivers license.
7. Ability to process and certify hazardous materials.
8. Knowledge of automated computer systems associated with the Traffic Management Branch.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 18 months experience in transportation functions such as receiving, shipping, loading and unloading items. Experience dealing with preserving packages and constructing containers for shipment, and applying proper markings to combustible materials.

BRIEF JOB DESCRIPTION: This position is located in the Traffic Management Branch of the Logistics Directorate as the 162nd Fighter Wing Flying Activity. Its purpose is to perform packing and repacking of items by a range of accepted packing containers, materials, devices, methods, and techniques. Interprets packing manuals and specifications and determines containers, protective devices, cushioning materials, methods and techniques needed for packing a variety of tools, parts, equipment, and other items, taking into consideration such factors as size, type, weight, fragility, hazardous materials, transportation mode, and destination of items. Determines requirements for special internal support systems, e.g., hangers, mounts, and brackets, and custom packs items by fitting containers around parts, equipment, and other items of unusual size and shape. Constructs containers such as crates, boxes, cases and skids for use in shipment of items being prepared for shipment. Determines proper identification, marking, labeling, and inclusion of shipping documents and special handling instructions on all shipments. Operates material handling equipment such as forklift and hand truck. Process shipments using a variety of automated computer systems. Certifies hazardous materials using appropriate regulations and guidelines. Enforces safety, fire and housekeeping standards. Assists the Traffic Manager as required in actions such as determining freight shipping requirements consistent with efficiency and transportation priorities: contacting local carriers for rates and arranging pickup and delivery and ensuring the consolidation of shipments when necessary; procuring military and commercial passenger travel reservations and preparing government and commercial bills of lading, ensuring that all safety/shipping restrictions are observed and notations are accomplished in accordance with DOD 4500.9R and DOD 4500.34R. Determines types/quantities of required packing materials and supplies and maintains inventory records of same.

SELECTING SUPERVISOR: Capt DARRYL DARNELL